

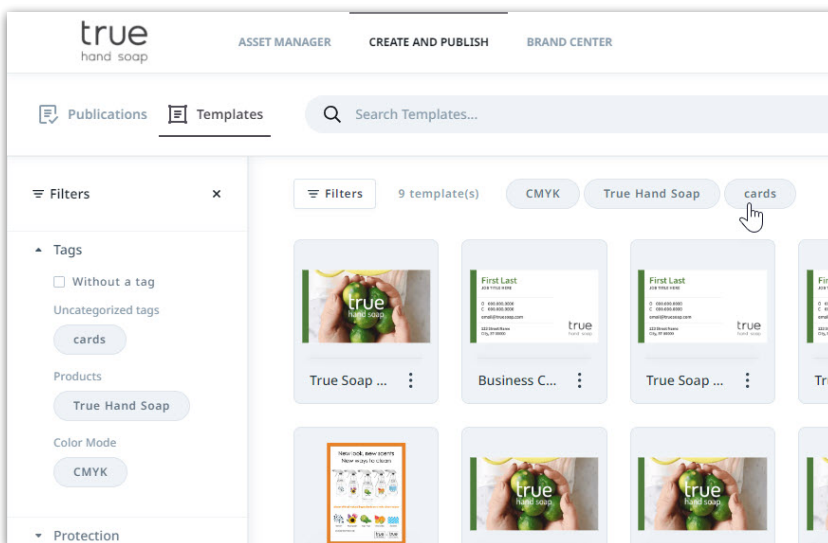
Publications

Published on 07/06/2022

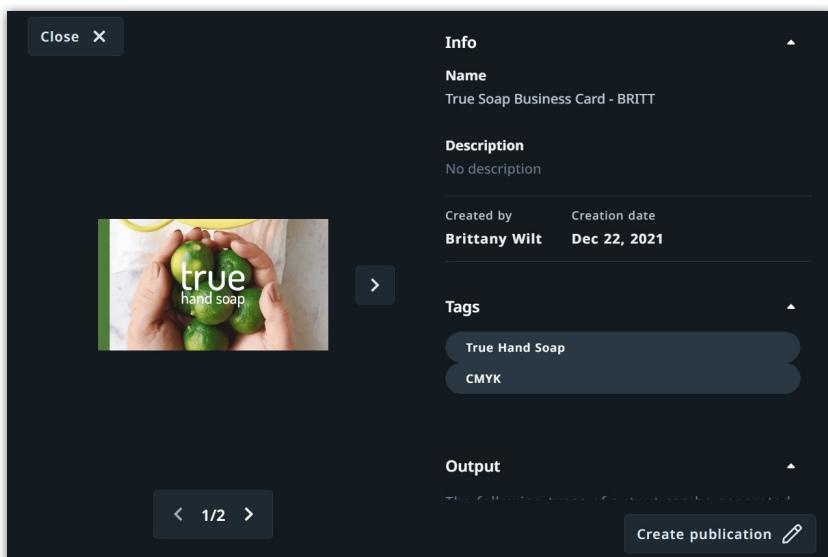
A publication is a version of a filled-in template. Templates can be used over and over again to create as many publications as you need.

Getting Started

Within Create and Publish you'll find all of the templates that are available to you. You can use the search bar, filter panel, and tags to find the template you need.

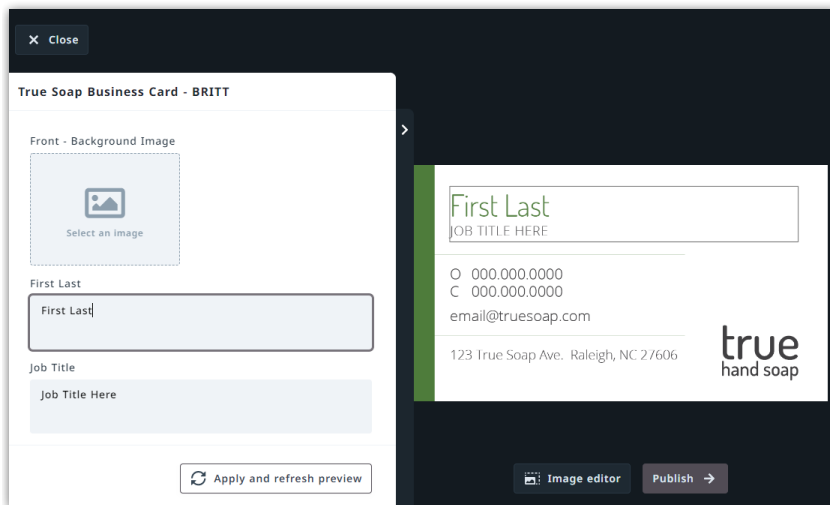


Select a template to view the details including name, description, tags, and available output types. Select **Create publication** to begin editing the template.



Creating Publications

Once you select a template and click **Create publication**, an input screen will appear. The left side will show any text and/or image fields that you can adjust yourself.



Close

True Soap Business Card - BRITT

Front - Background Image

Select an image

First Last

First Last

Job Title

Job Title Here

Apply and refresh preview

Image editor

Publish →

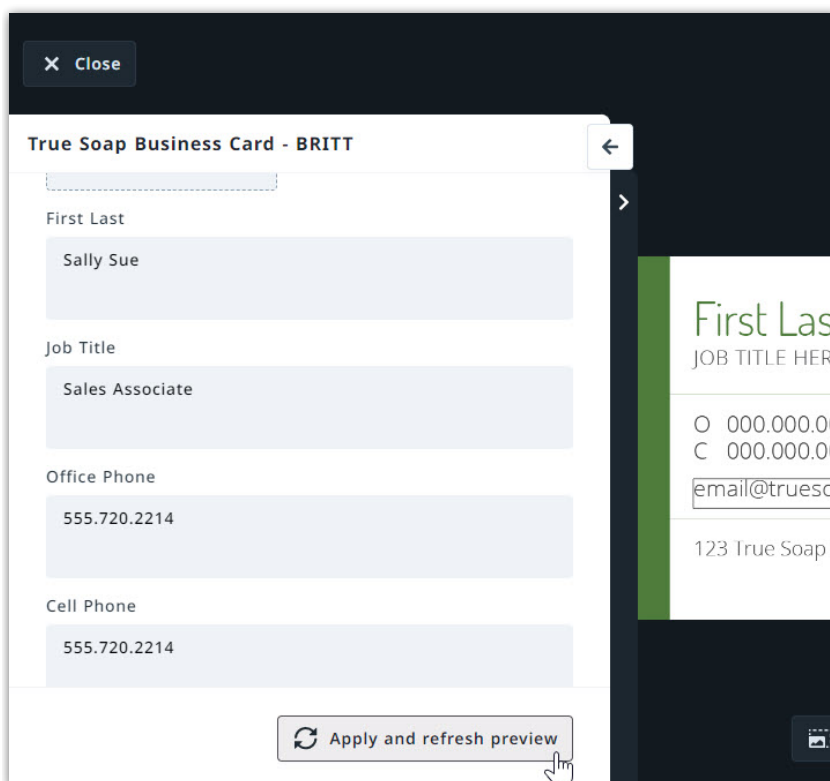
First Last
JOB TITLE HERE

O 000.000.0000
C 000.000.0000
email@truesoap.com

123 True Soap Ave. Raleigh, NC 27606

true
hand soap

When you have filled in and adjusted all fields, you can view your creation by clicking **Apply and refresh preview**.



Close

True Soap Business Card - BRITT

First Last

Sally Sue

Job Title

Sales Associate

Office Phone

555.720.2214

Cell Phone

555.720.2214

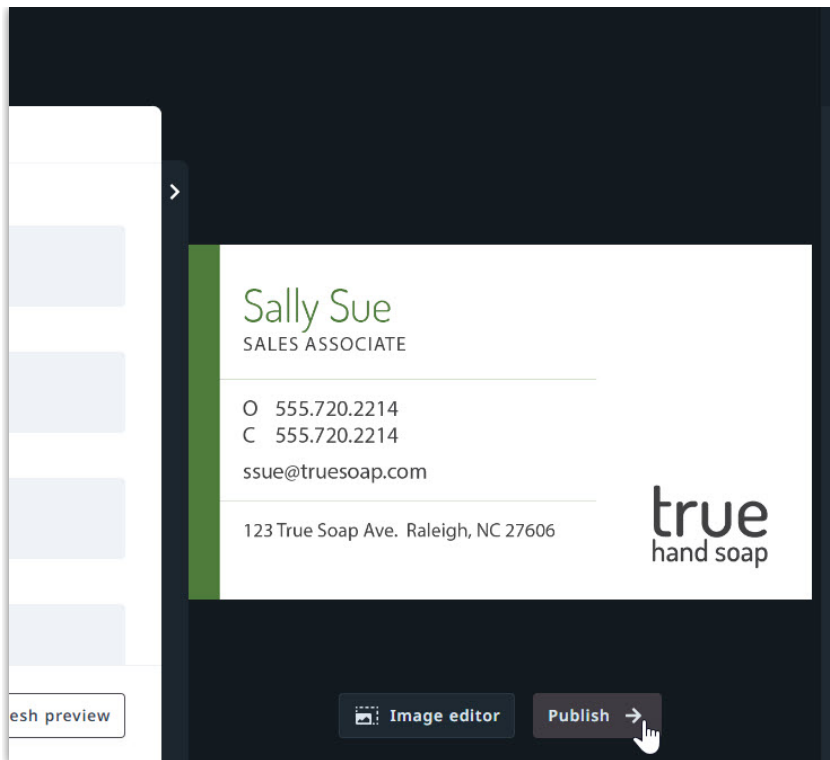
Apply and refresh preview

First Last
JOB TITLE HERE

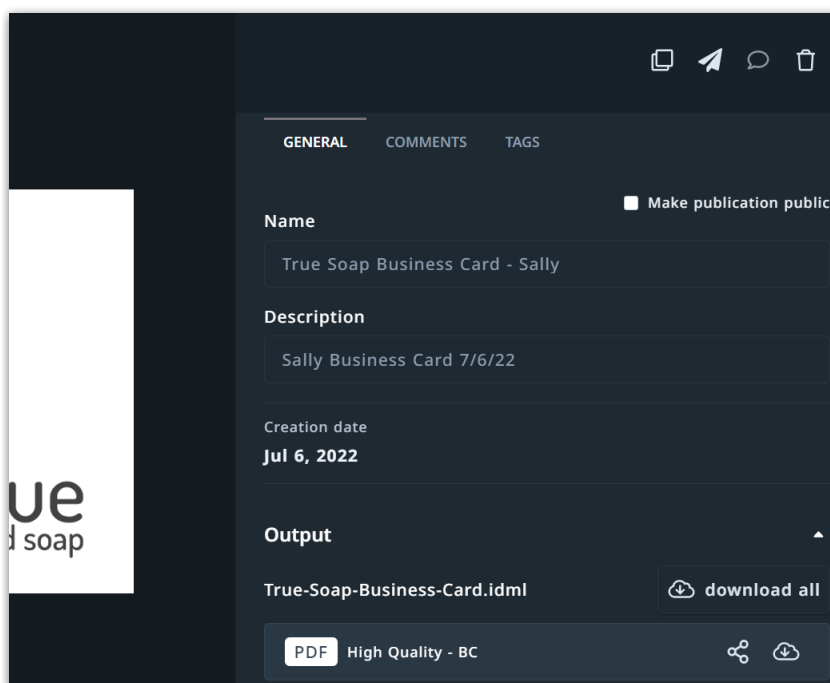
O 000.000.0000
C 000.000.0000
email@truesoap.com

123 True Soap Ave.

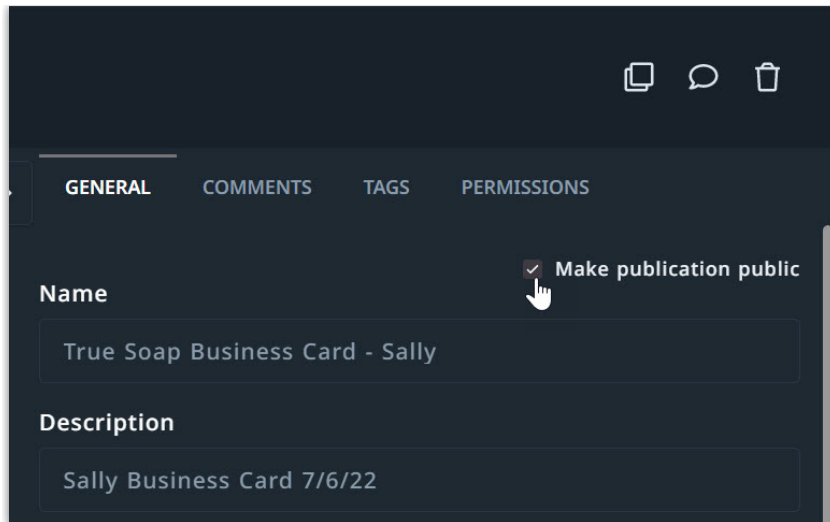
Once you are satisfied, click **Publish**.



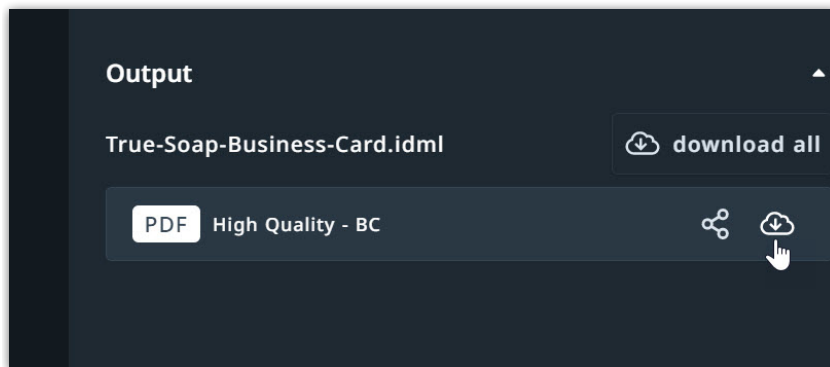
From the **GENERAL** tab, choose whether to make the publication public or private, give your output a name and description, and if applicable choose which format you want to generate. Select **COMMENTS** to add any additional comments to your publication. Select **TAGS** to add tags that will help you locate your publication in the future.



When selecting **Make publication public** you'll be prompted to add tags. Tags are highly recommended to help locate your publication. You'll also see an new tab to add Permissions.



Your own professional publication is now ready! Click the share button to share your publication via e-mail. Click the download button to save the publication on your device.



© 2022 Lytho, Inc. All rights reserved. | [Privacy Policy](https://www.lytho.com/privacy-policy/)